



Agenda
Public Records Board
1:30 – 4:00 PM – November 10, 2014
22 E. Mifflin St, Madison
4th Floor Legislative Audit Bureau Conference Room

1. Call to Order
2. Approval of August 18, 2014 meeting minutes *
3. Comments from Chair
4. Committee Reports
 - a. Records Management Committee * (Naab)
 - i. 4th Quarter Index
 - ii. GRS Template & Introduction
 - iii. PRB-001 Revisions
 - iv. Training Materials
 - b. Records Resource Management Committee (Broady-Rudd)
 - c. Records Officers Council (Thompson)
 - i. General Schedule Updates
 - ii. Committee Updates
 - d. Policy Committee (Blessing)
5. Other Business
 - a. 2015 Schedule *
 - b. DWD – GEF 1 Fire Presentation
 - c. Guidelines for the Management and Retention of Public Records Email Discussion
 - d. County General Schedule
6. Adjourn

Next scheduled meeting: to be determined.

*** Scheduled Action Items**